

SECTION VI - Part 4 of 5
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

A004 - Scope Management Plan Coversheet

System:	Item Number: A004
Title: Scope Management Plan	
RFP Reference: Section VI Part 3, O.1	
Date of Submission: <ul style="list-style-type: none">• Ten (30) days after the Contractor starts work• If approval of deliverable is contingent on incorporation of changes specified by CDCR, an updated submission incorporating the changes shall be provided within 10 days.• Updates: The plan shall be updated to track all subsequent changes to management of the project. The plan shall be maintained current to within 22 days of any change (unless otherwise specified and agreed.)	
Distribution: <ul style="list-style-type: none">• CDCR: 2 copies along with a magnetic media containing MS Office format copy• V&V: 1 copy along with a magnetic media containing MS Office format copy	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: <p>The Contractor shall provide this document according to the standards defined in the documentation plan.</p> <p>The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.</p>	

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Scope Management Plan Template

1.0 INTRODUCTION

1.1 Scope

Provide a brief description of the project and how this plan inter-relates and integrates with the other Project Management plans.

1.2 Purpose

Provide a description of the contents and purpose of the plan and how the plan will be used on this project.

2.0 ROLES AND RESPONSIBILITIES

Provide a description of each project team member and stakeholder involved in scope management and their associated responsibilities for ensuring project scope is controlled.

3.0 SCOPE AND CONTROL PROCESS

Provide an overview of the project scope management and control process.

3.1 Baseline Identification

Identify and document the project's scope baseline and how the baseline will be maintained. The project scope baseline is often documented in the FSR, as a set of business needs along with a project budget and schedule. Other baselines may be reflected in the project charter as agreed to expectations of the customers. All project baselines must be captured, and/or referenced, from this section. Also identify how these baselines will be maintained, such as changes to the business needs will be captured and reflected in an updated FSR or SPR.

3.1.1 Scope Scalability

Provide a description of the expected or anticipated stability of the project's scope over the life of the project. This may be driven by volatile requirements, known users, funding uncertainties, etc.

3.2 Change Requests

Identify and document how changes that are requested or proposed to any of the project baselines are made. Often for technical changes, there is a configuration control board involved in this change. However, for cost or schedule there may be a separate process, if it doesn't impact the technical requirements or solution.

3.3 Control Process

Describe and illustrate the scope change control process for any change requested to the baseline. Describe how the change is initiated, where the change request gets logged, and where the request goes after it is identified and logged. A process flow diagram is an ideal way to illustrate this process.

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4.0 SCOPE CHANGE IDENTIFICATION AND CLASSIFICATION

Provide a clear description of how scope changes will be identified and classified. There are many avenues in which changes could be identified and how they may enter the project for evaluation. However, there needs to be a formal method for entering scope changes into the scope management process. Also, since a scope change may impact multiple baseline elements, such as business needs, cost, schedule, etc., each proposed scope change must be classified as to which baseline elements the proposed change may impact.